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CHAL 0226  
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9 July 1958

MEMORANDUM FOR: Director of Operations, Headquarters USAF

SUBJECT: Coordination and Notification Procedures  
Project CHALICE - Headquarters USAF

1. The purpose of this memorandum is to reiterate the coordination and notification procedures now in effect for informing your office (AFOP-OC-R) of all proposed peripheral and penetration flights to be conducted.

2. CHALICE Headquarters will notify AFOP-OC-R as far in advance as possible of proposed programs of peripheral and penetration flights. Since these would usually require policy approval, such notification will, as a rule, be available several weeks or more in advance of the actual commencement of the proposed operations. It is our understanding that, when AFOP-OC-R has been notified that such a program is in the planning stage, it will (a) advise CHALICE Headquarters concerning USAF preplanned and scheduled flights which might duplicate or conflict with the proposed CHALICE program, and (b) make other appropriate comments on the proposed program reflecting operational and policy considerations. CHALICE Headquarters will adjust proposed programs on the basis of such mutual notification and comment.

3. The Operations Control Center of Project CHALICE Headquarters has incorporated within their SOP a check list system whereby the duty officer assigned to your headquarters (AFOP-OC-R) is notified prior to each flight conducted. This procedure is as follows:

a. After the alert weather briefing, which is normally scheduled 24 hours prior to take-off, the general area of contemplated operations is established. As soon as our field detachments are notified, the duty controller telephones the AFOP-OC-R duty officer and informs him that Headquarters CHALICE is planning to schedule a flight. The duty officer either:

(1) visits the CHALICE control center where he is advised as to the area of operation and the type of mission to be flown, or

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(2) if practical, this information is relayed to him by other means. (Other means being a pre-arranged code which may be used for telephonic communication.)

b. It is pointed out that, although the general area of operation is known at the alert time, the specific track to be flown is not known until the mission plan weather briefing, which is normally scheduled 14 hours prior to anticipated take-off. CHALICE Headquarters advises the AFOP-OC-R duty officer at alert time that, if desired, the track coordinates will be available to him approximately 12 hours prior to anticipated take-off. In the case of canned missions (missions on a pre-determined track known prior to alert time) the exact or proposed track to be flown is available. As a convenience, for your further coordination with other interested echelons, every effort will be made to provide canned missions as far in advance as possible.

c. Approximately three hours prior to anticipated take-off, CHALICE Headquarters makes a final decision as to whether the mission will be flown or not. After this decision has been reached, AFOP-OC-R is again called and notified that the mission is to be flown or cancelled.

d. AFOP-OC-R will advise CHALICE Headquarters promptly after the alert briefing of any conflict of interest concerning the proposed mission or after the mission plan briefing if the conflict is revealed only when the specific mission plan is available. It is assumed that no such conflict of interest will arise at this stage except out of (1) unforeseen duplication or conflict with USAF activities, or (2) departure from the program previously discussed and reviewed in the planning phase. It is our understanding that if AFOP-OC-R does not voice an objection to a proposed mission, no conflict of interest exists for that particular flight, nor is there disagreement as to the manner in which it is to be conducted.

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4. Both in the planning phase (discussed in paragraph 2 above) and in the operational phase (discussed in paragraph 3 above) every effort will be made by CHALICE Headquarters to schedule peripheral and overflight missions to avoid any possible conflict or duplication of activities. When conflicts of schedules do exist, it is suggested that these be reconciled through a meeting between personnel assigned to the respective offices to determine which mission carries the highest priority. Overflights will take precedence over peripheral missions, and USAF peripheral missions will take precedence over CHALICE peripheral missions.

5. To insure complete understanding concerning our coordination and notification procedures, it would be appreciated if you would comment and/or concur on this memorandum and the attached schedule of notification procedures.

(5)  
RICHARD M. BISSELL, JR.  
Special Assistant to the Director  
for Planning and Development

Att: Notification Schedule

AES:bm (9 July 58)

1 & 2 - Addressee

3 - RMB chron

4 - Dep Proj Dir

5 - Ops subj

6 - Ops chron

7 - CHAL chron

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